Dear Parent or Guardian,

             Internet access is available to students and staff in most classrooms, labs and offices.  We are pleased to bring this access to Harpursville and believe the internet offers diverse and unique resources to all users. We expect this service to promote education excellence in the Harpursville School District by facilitating resource sharing, innovation and communication.

             With your permission, your child will have supervised access to the information available on the internet in conjunction with a classroom assignment or other academic purpose.  The teacher or staff member in charge of the assignment or room will supervise this access.

             Please read and discuss the following guidelines with your child as well as your expectations regarding this usage.  Staff members may further discuss the guidelines.  Please be aware that these guidelines may change as our usage of the network develops.  As is necessary, you will be made aware of significant changes.

             Please be aware that the district uses a device to monitor internet usage and inappropriate usage (adult content, plagiarism, violent/threatening as examples) will be considered a violation of school policy.  This could result in a suspension of internet privileges.

             Please read the attached carefully, discuss it with your child, sign and return the permission copy to the HS Library.  **\*Procedure since Sept 2005: Only one permission slip will need to be signed by the parent as long as the student is enrolled in Harpursville.  Signed permission will be valid until graduation unless revoked by administrators or parents or until student withdraws from the district.**

            You are encouraged to contact the building principal with any questions, concerns or comments.

                                                                                    Patricia Dalpiaz

                                                                                    Technology Coordinator

                                                                                    Aug 2006

Please read carefully before signing the permission

            The internet is a fluid environment and it is impossible to predict with certainty what information students might locate and the validity of that information.  The Harpursville School District administration and staff firmly believe that the valuable information available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.  Proper use according to generally accepted guidelines is necessary as a courtesy to other users and as an individual responsibility.  We expect internet access to be used as a research tool in addition to the other materials available.  For these reasons, we have developed the following guidelines:

1.      **Acceptable Use**:  Our purpose is to provide another research tool for our students and staff to use in conjunction with educational research.  This access is to be used in support of education and research and is to be consistent with the educational objectives of the stated projects and Harpursville Central School.

2.      **Privilege**:  Our internet access is provided through ***BOCES***.  The use of internet access within the district is a privilege and inappropriate use will result in suspension or revocation of that privilege.  Based on the stated guidelines and the spirit of those guidelines, staff or administration will deem what is inappropriate and will take the necessary action.

3.      **Netiquette**:  All users are expected to abide by the generally accepted rules of network etiquette.  These include (but are not limited to):

**a.**      *Do no harm* to software, hardware, files, programs, accessories, equipment, other users.

**b.**      *Be polite* in usage time, messages etc.

**c.**       *Use appropriate language.* Do not swear, threaten, use vulgar or other inappropriate language.

**d.**      *Do not reveal personal information* to anyone ever.

**e.**      *Be aware that privacy is not guaranteed*.  You will be supervised.  Files will be checked.

**f.**        *Do not use the network in such a way that you disrupt usage of others*.

**g.**      *All communications/accessible information should be considered private property and treated as such* (\*copyright)

4.      **Vandalism** will result in cancellation of privileges.  This includes but is not limited to harm or destruction of software, hardware, files, programs, accessories, equipment, other users.

5.      **Other notes:**

**a.**      Expect access to be supervised and a log to be maintained. Inappropriate use will be investigated and may result in suspension of privileges.

**b.**      No “instant messaging” or chatting.  Use of web-based e-mail accounts are prohibited due to lack of educational purpose, security, and privacy concerns. (i.e. hotmail, yahoo, excite)

**c.**       Students must leave inappropriate sites promptly and notify staff.

**d.**      All usage will be in accordance with local, state and federal laws.

**e.**      No files may be downloaded without specific permission of building principal or Mrs. Dalpiaz.

**f.**        All copyright laws and regulations must be followed.

**g.**      No unauthorized use of network equipment, hardware, software or services.

**h.**      Parental permission does not imply classroom teacher or staff permission.  Do not use the internet, network or equipment without specific permission of classroom teacher or staff member present in room.

In general, we require efficient, legal, ethical utilization of the network resources.  Problems in these areas may result in suspension or cancellation of privileges.

Please read, sign and return this portion:

             It will be necessary for parents/guardians to sign and return only one form. This permission will apply to all class project usage and will remain in effect unless privileges are suspended; parent/guardian revokes such in writing; or student is no longer enrolled in the district.

 STUDENT:  I have read and understand the guidelines regarding internet and network usage at Harpursville Central School.  I agree to abide by these guidelines.  I understand my usage will be supervised and is for educational purposes.  I further understand that any violation of the guidelines (as stated or in spirit) is unacceptable and may result in suspension or ancellation of my privilege.  I also understand parental permission does not imply classroom teacher or staff permission.  The internet, network or equipment may only be used  with specific permission of classroom teacher or staff member present in the room. School disciplinary or appropriate legal action may be pursued in cases of violation.

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            Print name                                                                    Signature

 DATE:  \_\_\_\_\_\_\_\_\_\_\_\_\_

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 PARENT/GUARDIAN:  As parent/guardian of the above named student, I have read the attached information and guidelines.  I understand this access is provided for educational purposes and usage will be supervised as closely as possible.  However, I also recognize that it is possible students may access unacceptable materials despite efforts to control and supervise usage.  I will not hold the district or staff responsible should this occur.  I further understand this permission is granted until the student has graduated, is no longer enrolled or is revoked in writing by me.  I understand that parental permission does not imply classroom teacher or staff permission.  The internet, network or equipment is not to be used without specific permission of classroom teacher or staff member present in room

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            Print name                                                                    Signature

DATE:  \_\_\_\_\_\_\_\_\_\_\_\_\_

 Elementary students return form to Elem Office

Middle school and HS students return form to HS library